Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

2012 Checklist for MontCAS Quality Assurance Observations

Before Testing				
Activity	Yes	No	NA	Unable to observe
Training of test administrators and other staff involved with testing materials				
1. Teacher information sheet is distributed and training listed on it is provided				
2. Training is provided on test security, accommodations, and test administration				
3. System test coordinators review testing materials and the test security information for teachers and other personnel involved in testing in preparation for training.				
4. Administrators are licensed teachers, librarians, counselors, school psychologists, administrators				
5. Training of back-up administrators				
Please provide additional comments on training.				
Test Security				
1. Materials are stored in a central locked location.				
2. Materials have been inventoried				
3. There is a check-in and check-out procedure for materials, and it is followed.				
4. For breaks between sessions, materials are kept locked in the classrooms.				
5. No personnel has access to the secure materials except for preparation, inventory, and distribution for testing.				
Please provide additional comments on test security.				

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

Arrangements				
1. Post ―Testing in Progress – Do Not Disturb‖ signs on all entrances to the testing location.				
2. CRT-Alternate				
3. Accommodations				
4. Students who need more time				
5. Make-up tests				
6. New students				
7. Preparation of answer booklets for students who do not have barcode labels				
8. Emergency planning				

Please provide additional comments on arrangements.

Please provide additional comments and/or questions on ―Before Testing‖ activities.

During Testing								
Test Administrator	Day1	Day2	Day2	Day4	Day5	Day 6	NA	Make-up
1. Has covered or removed all instructional materials.								
2. Has all necessary materials.								
3. Distributes materials.								
4. Reads global instructions and advises students those instructions may be repeated to the entire class, not to individual students during testing.								
5. Reads correct script from the Test Administrator Manual.								
6. Clarifies instructions but does not interpret or read any test items.								
7. Uses no coaching including visual or verbal clues.								
8. Circulates through the testing room to insure that students are in the right session and have pencils, scratch paper, and calculators when appropriate.								
9. Removes and destroys scratch paper after each day of testing.								
10. Ensures that calculators are used and available only during the calculator-use sessions. Ensures that each student has a calculator and that students do not share calculators.								
11. Clears calculator screens before and after the calculator-use sessions. Collects calculators after calculator-use sessions.								
12. Ensures that the appropriate amount of time is given for students to continue working as long as they are working productively and not fatigued. Students who need more time than the majority of the class may be moved to a different location accompanied by a trained test administrator, and a trained test administrator administers the test at the new location.								
13. Only licensed educators may administer the tests. A para professional or assistant may administer parts of the test under the direct supervision of the licensed educator. Direct supervision means in the same room in the line of sight and sound of the licensed educator.								
14. Collects materials and checks them in. Keeps the test and answer booklets together.								

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Please provide additional comments about test administration.			
Grade	Content	Session	Comments

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After Testing				
Activity	Yes	No	NA	Unable to observe
School				
1. Principal/Authorized Representative goes online to submit test security agreement. • http://iservices.measuredprogress.org/ • Select Montana, then Test Security Agreement, then scroll to school in the Principal/Authorized Representative column				
2. All materials are inventoried and accounted for.				
3. School test coordinators follow instructions in the Test Coordinators Manual on returning materials to system test coordinator including the Principal/Authorized Representative test security agreement and CRT-Alternate envelopes.				
4. Timelines and deadlines for materials return are met.				
System				
1. System test coordinator goes online to submit test security agreement.. • http://iservices.measuredprogress.org/ • Select Montana, then Test Security Agreement, then scroll to system in the System Test Coordinator column				
2. All materials are inventoried and accounted for.				
3. System test coordinators follow instructions in the Test Coordinators Manual on returning materials to system test coordinator including the System Test Coordinator test security agreement and CRT-Alternate envelopes.				
4. Timelines and deadlines for materials are met.				

Please go the following link to access the resources listed below: http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_7

2012 CRT Test Coordinators Manual
2012 CRT Test Administrators Manual
2012 Guidelines and Procedures for Test Security
2012 Test Security Agreement for System Test Coordinators: The form is online for guidance; however, the agreements are submitted online at the following link: http://iservices.measuredprogress.org/ Select Montana, then Test Security Agreement, then scroll to system in the System Test Coordinator column
2012 Test Security Agreement—Principals/Authorized Representative: The form is online for guidance; however, the agreements are submitted online at the following link: http://iservices.measuredprogress.org/ Select Montana, then Test Security Agreement, then scroll to school in the Principal/Authorized Representative column
2012 Test Security Information—Teachers
2012 Accommodations Guidance Memo
2012 CRT Test Administration, Accommodations, and Test Security PowerPoint
Global Instructions to Post in Testing Classrooms
Positive Test Administration Power Point

NOTE:

All testing irregularities must be reported to OPI within three days and paper reports must be filed with OPI within five days. If additional time is necessary, call the State Assessment Director to request an extension. Please refer to the Test Security Guidelines.